



DEPARTMENT OF THE NAVY
COMMANDER AMPHIBIOUS GROUP THREE
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SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 1700.3A
N003

JUL 21 2006

COMPHIBGRU THREE INSTRUCTION 1700.3A

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700 (series)
(b) COMPACFLTNOTE 1700

Encl: (1) Sample package format for Sailor of the Year
(2) Sample award format for Sailor of the Year

1. Purpose. To solicit nominations for Amphibious Group THREE Sailor of the Year (SOY) Program. This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. COMPHIBGRUTHREEINST 1700.3.

3. Background. The SOY program provides an excellent opportunity to recognize our top performers throughout the Amphibious Group. All commands are strongly encouraged to submit candidate packages for consideration per eligibility requirements outlined in references (a) and (b). Commands may announce their own SOY selections after each level is completed, however, pursuant to reference (a), no personal awards should be awarded to a nominee until that nominee is no longer being considered for selection at a higher level.

4. Action

a. Nomination Procedures:

(1) Selection Board. A selection board comprised of COMPHIBGRU THREE Command Master Chiefs will convene each year to select a COMPHIBGRU THREE Sea and Shore Sailor of the Year. The convening dates for the selection boards will be published separately. The COMPHIBGRU THREE Group Master Chief will serve as Chairman and will forward the board's recommendations to the Group Commander.

(2) Criteria for Selection. The board will consider the Sailor of the Year nominee's accomplishments within the period of the competitive cycle (calendar year). Nominees must have an untarnished service record for the previous year. The criteria for selection will include, but is not limited to the following:

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- (a) Overall professional performance.
- (b) Demonstrated intrusive leadership.
- (c) Mentorship.
- (d) Collateral Duties; Command Level.
- (e) Initiative.
- (f) Warfare/Special qualifications
- (g) Voluntary participation in command or community activities outside of normal duties.
- (h) Professional and personal awards.
- (i) Military bearing/physical readiness.
- (j) Off-duty education.
- (k) Other commendable accomplishments.

(3) Submission of Nominations

(a) COMPHIBGRU THREE Sea and Shore Sailor of the Year nominations will be submitted to the Group Command Master Chief through their ISIC. The ISIC will select one nominee for Sea and one nominee for Shore Sailor of the Year.

(b) Carefully review the most current version of reference (b) to ensure that nominations are complete and in proper format. Individuals who are selected as COMPHIBGRU THREE Sea and Shore Sailor of the Year will be nominated for COMNAVSURFOR Sea and Shore Sailor of the Year. Forward original SOY nomination package and one additional package electronically to reach COMPHIBGRU THREE no later than 10th of January of each calendar year. For deployed ships and units the preferred method is via unclassified email to christopher.vasquez@navy.mil.

(4) Honors and Awards. The individuals selected as the COMPHIBGRU THREE Sailor of the Year will receive the following honors and awards:

(a) Navy and Marine Corps Commendation Medal from Commander, Amphibious Group THREE. (Proposed citation provided by nomination package).

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(b) COMPHIBGRU THREE Sailor of the Year plaque.

(c) 3-Day special liberty (parent command).

(d) Designated Sailor of the Year parking space, when space is available (parent command).

(e) Fleet Hometown News release (CPG3 PAO).

(f) Article for submission to "The Compass" for Sailor of the Year (CPG3 PAO).

(5) In addition to these honors and awards, the COMPHIBGRU THREE Sailors of the Year for Sea and Shore will be nominated for competition as Surface Force Pacific Fleet Sailor of the Year.


R. L. FORD
Chief of Staff

Distribution:
Electronic only via CPG3 website
<http://www.cpg3.navy.mil>

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FORMAT REQUIREMENTS FOR SOY PACKAGES

From: (Nomination/Endorsement Commanding Officer)
To: Commander, Amphibious Group THREE
Via: (Nomination/Endorsing ISIC)

Subj: 20XX (SEA or SHORE) SAILOR OF THE YEAR (SOY) PROGRAM
NOMINEE

Ref: (a) COMPACFLTNOTE 1700
(b) COMPHIBGRUTHREEINST 1700.3A

- Encl:
- (1) Copy of last three years or regular performance Evaluations (most recent first)
 - (2) Awards received during the applicable calendar year (Personal awards, LOCs, LOAs and/or certificates supporting community involvement on chronological order by precedence)
 - (3) SMART Transcript, Summary, and Academic courses
 - (4) SOY Nominee biography (narrative format, starting with date/place of birth, civilian schooling, military service, current assignment, personal awards, medals, and immediate family members etc.
 - (5) Signed personal award recommendation for Navy and Marine Corps Commendation Medal (OPNAV 1650/3, including Summary of Action and completed unsigned citation)
 - (6) Two mounted 5x7 color glossy photographs, plain background, Service Dress Blue uniform, uncovered, (one full-length head-on/front and full-length profile view)

1. Per reference (a), _____ is nominated as the Commander, Amphibious Group THREE 20XX (Sea/Shore) Sailor of the Year.

2. Full name, address, and complete telephone number (work and home) of member nominated.

a. Name: (Last, First, MI)

b. Rate/Rank: SSN:

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- c. Present Duty Station:
- d. Address: (Work)
- e. Telephone: (Work) (Home)
- f. Facsimile: (Work)
- 3. The following additional information is provided:
 - a. Date of Birth (YYMMDD)
 - b. Active Duty Service Date (ADSD):
 - c. Advancement History (give dates):
 - (1) E-4
 - (2) E-5
 - (3) E-6
 - d. Currently selected for advancement (if yes, date to be advance YYMMDD).
 - e. Immediate family members (list by name and dates of birth (except for spouse) in YYMMDD format).
 - f. If previously selected as Sailor of the Month/Quarter or Year, provide date(s) and command(s).
 - g. Brief synopsis of significant professional achievements justifying selection.
 - h. Personal awards with inclusive dates.
 - i. Off-duty/community involvement.
 - j. List educational background.
 - (1) Years in formal civilian schooling completed; include degree if attained.
 - (2) Navy A, B, and C schools completed, with inclusive dates.

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(3) Other self-study educational achievements attained while on active duty, including correspondence courses, Defense Activity for Non-Traditional Educational Support (DANTES), College Level Examination Program (CLEP), PACE I/II training courses required for advancement.

4. Command points of contact: (Commanding Officer and CMDCM)

- a. Name: (Last, First, MI)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work)
- e. Telephone: (Work) (Cell)
- f. Facsimile: (Work)

5. Commanding Officer remarks.

(Signature)
 ("By direction not authorized")

SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF XXXXXXXX AWARD) (IF APPLICABLE)

YEOMAN FIRST CLASS (SURFACE WARFARE) FIRST MI LAST, UNITED STATES NAVY

MERITORIOUS SERVICE AND SELECTION AS AMPHIBIOUS GROUP THREE SEA/SHORE SAILOR OF THE YEAR WHILE SERVING AS (TITLE) ON BOARD (COMMAND) FROM JANUARY 20XX TO DECEMBER 20XX. (NAME) CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

(COMMAND WILL PROVIDE 7 TO 8 LINES FOR CITATION DESCRIBING DUTIES PERFORMED)

BY HIS/HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE AND DEVOTION TO DUTY, (NAME) REFLECTED CREDIT UPON HIM/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
M. W. BALMERT
REAR ADMIRAL, UNITED STATES NAVY
COMMANDER, AMPHIBIOUS GROUP THREE

Enclosure (2)